

## CONTRACT ORDER FORM

This Contract Order Form is issued in accordance with the provisions of the Apprenticeship Training Provider Dynamic Marketplace (DMP) Agreement for the provision of Apprenticeship Training Services. Dated 16/06/2023.

The Supplier agrees to supply the Goods and/or Services specified below on and subject to the terms of this Contract.

For the avoidance of doubt this Contract consists of the terms set out in this Contract Order Form and the Contract Terms

Order Number	K280022121
From	Driver & Vehicle Standards Agency ("Customer")
To	MBKB Ltd ("Supplier")

### 1. CONTRACT PERIOD

1.1	Commencement Date	01/07/2023
1.2	Expiry Date (Apprenticeship programme completion date / End Point Assessment completion date)	30/06/2025  This is the last date for enrolment onto the apprenticeship. The apprenticeship delivery is to be supported until completion of the programme and into EPA.

### 2. SERVICES REQUIRED

2.1	Services Required.	Level 5 HR Business Partner and Level 5 L&D Business Partner
	APPRENTICESHIP TRAINING PROVIDER SERVICES / END POINT ASSESSOR SERVICES / BOTH.	Apprenticeship Training Provider and End Point Assessor Services
	LOCATION	Online via Microsoft Teams
	APPRENTICESHIP TYPE AND SPECIFIC APPLICABLE INSTITUTE FOR APPRENTICESHIPS STANDARD	Level 5 HR Business Partner and Level 5 L&D Business Partner – ST0238
	NUMBER OF STUDENTS	5
	CLASS BASED	Online via Microsoft Teams

	ADDITIONAL SERVICES	
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### 3. CONTRACT PERFORMANCE

3.1	Required Apprenticeship Standard [ie the required apprenticeship course]	Level 5 HR Business Partner and Level 5 L&D Business Partner – ST0238
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3.1	Quality Standards	Continued adherence to the relevant Institute for Apprenticeships industry standard. ( <a href="http://www.instituteforapprenticeships.org/">www.instituteforapprenticeships.org/</a> ) Maintained ESFA registration and accreditation. General industry good practice
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### 4. PAYMENT

4.1	Contract Charges	Contract Charges = £35,000 Contract Charges comprises: Levy services funded by ESFA £7,000 per student; Top up for fees in excess of ESFA band N/A; Additional extra services N/A Includes the cost of any subcontractors and the cost of an approved end point assessor.
4.2	Payment terms/Profile	Payment to be made in accordance with the current in force ESFA funding rules. Further additional terms in Annex 2 of Contract Schedule 3
4.3	Customer billing address	XXXXXX redacted under FOIA section 40, Apprenticeship Manager  XXXXXX redacted under FOIA section 40

### 5. LIABILITY AND INSURANCE

5.1	Suppliers limitation of Liability	In Clause 25 of the Contract Terms
5.2	Insurance	Clause 26 of the Contract Terms: Professional Indemnity Insurance cover of £1 million any one claim. Public Liability Insurance cover of £1 million any one claim.

		Employers Liability insurance cover of £5 million any one claim.
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### FORMATION OF CONTRACT

By signing and completing this Contract Order Form the Supplier and the Customer agree to enter into a binding contract governed by the terms of this Contract Order Form and the attached terms and conditions.

For and on behalf of the Supplier:

Name and Title	XXXXXX redacted under FOIA section 40 CEO.
Date	14 <sup>th</sup> June 2023

For and on behalf of the Customer:

Name and Title	XXXXXX redacted under FOIA section 40 Senior Commercial Category Manager
Date	16/06/2023